

California Nutrition Network
FFY 2006-2007

PROJECT SUMMARY INSTRUCTIONS

This form provides USDA and CPNS with comprehensive information about each *Network* contractor, facilitates collaboration between contractors and other partners, and is used to respond to queries and questions asked of CPNS by other State agencies and partners.

Overview: Unless otherwise noted below, please follow these general instructions. Please call your Program Manager if you have any questions regarding filling out this form. A completed Sample Project Summary is available for review on the Funding Announcement Packet (FAP) web site link.

- Your responses are based on the nutrition education activities you conduct with your State Match funding (previously called Local Share) and your Federal Match funding (previously called State Share).
- Please check all boxes that apply.
- If you check an “Other” category, please specify the information requested.

Organization Name: Enter the name of your agency as it appears on your contract.

Contract #: If you are a continuing contractor, enter the number of your contract as it appears on your contract. If you are re-negotiating a three-year contract, leave blank until a new contract number is provided during the negotiation process.

Date Completed: Enter the date the form was filled out.

Funding Source (Form A: State Match Only): Enter the source of funding for your State Match nutrition educational activities (Activities not funded by USDA/FNSE). Check all boxes that apply.

1. Key Goal of Your Program: Enter the overall behavioral goal of your program. Your overall behavioral goal should illustrate the purpose of your program and support the State and Federal FSNE goals.

2a) Strategies: Check the key strategies that apply to your State and Federal Match program.

2b) Educational Messages: Check the key educational messages your State and Federal Match program will address.

2c) Intervention Channels: Enter the number of sites for each channel your agency targets. For example, if your agency plans to do outreach at three food stamp offices, enter “3” in space before Food Stamp Offices. Please provide a number for each channel your targets (State and Federal Match)

2d) Income Targeting: Enter your data source for verifying your target audience (State and Federal Match) meets the 185% Federal Poverty Level (FPL) requirement. If you are using Census Tract data, please complete the next section (Section 2e). If you are not using census tract data, you must identify in section 2d what qualifying data source(s) you are using to verify your intervention sites meet the 185% FPL requirement. If you check “Other” you must indicate the data source and estimate the percentage (%) of your target audience that is estimated to be equal to or less than 185% of FPL. School-based contractors should use free and reduced price meals enrollment data found on the California Department of Education website (www.cde.ca.gov) to verify that each school site qualifies (at least 50 percent of the student body must be enrolled in Free and Reduced Price Meal Program).

2e) Intervention Site Census Tracts: Using the *Network* Census Tract Data Base located on the application web site link, identify and enter qualifying census tracts your agency will target. For each census tract you are targeting, enter the county, ethnicity (e.g., All Races, African American, Latino, API) and the qualifying census tract number. You may use the *Network's* GIS system to verify the location of a census tract listed on the *Network* Census Tract Data Base. Instructions for using the GIS are on the GIS webpage, www.calnutritionnetworkgis.org.

2f) Free and Reduced Price Meal/GIS Income Data - *(For School Districts, County Offices of Education and other Contractors working in Schools, if you do not work in schools, skip this section)*

Enter the County, District, School (CDS) Code, name of school, % students enrolled in Free Meals, % students enrolled in Reduced Price Meals and the combined % Free and Reduced Price Meal enrollment for each school site where interventions are occurring. If you cannot find this easily, search the California Department of Education website, www.cde.ca.gov for this information.

If you cannot qualify a school site using FRPM data, search the CPNS GIS system for the % of the target audience at 185% Federal Poverty Level in a specific census tract or zip code. Instructions for using the GIS are on the GIS webpage, www.calnutritionnetworkgis.org. Enter the qualifying census tract in the "CDS Code" column and name of the school site.

2g) Target Audience: Please check all the boxes that apply to your target audience and enter the percentages for ethnicity, language and age groups.

3) Use of Existing Educational Materials/Curricula Use (Complete for Federal Match only): Indicate from the listed provided the existing materials your agency plans to utilize. Please check all the boxes that apply.

4) New Educational Materials (Complete for Federal Match only): List new materials your agency plans to develop and provide a brief justification for each item.

5) Performance Measures (Complete for Federal Match only): Provide a primary performance measure you expect of your target audience as a result of your program, e.g., change in behavior (ate one additional vegetable a day) or improvement in cooking skills (learned how to properly cook vegetables).

6) Evaluation Plan (Complete for Federal Match only): Using the boxes provided (check all that apply) indicate your evaluation plans.

7) Project Narrative Summary: Provide a short narrative of your Nutrition Education Program for the contract year beginning October 1, 2006 through September 30, 2007, in 200 words or less. Provide a brief description of your overall FSNE program, covering its main intervention approaches, campaigns or initiatives, and highlight any unique aspects of your program (State and Federal Match activities). Your narrative summary and project summary data will be used for the *Network's* Project Directory. Anything beyond 200 words will be deleted.

Thank you for completing this form!